



# 24<sup>TH</sup> NAVAJO NATION COUNCIL

## OFFICE OF THE SPEAKER

**HONORABLE SETH DAMON**

*Speaker, 24<sup>th</sup> Navajo Nation Council*

### **MEMORANDUM**

TO: LEGISLATIVE BRANCH EMPLOYEES

FROM:   
Seth Damon, Speaker  
24<sup>TH</sup> NAVAJO NATION COUNCIL

DATE: March 13, 2020

SUBJECT: **LEGISLATIVE BRANCH RESUMES OPERATION**

This memorandum serves as notification to the Navajo Nation Legislative Branch and all employees, the Legislative Branch will resume operations and regular business hours on Monday, March 16, 2020 at 8:00 a.m.

As you may have been informed the Office of the President and Vice President has released an immediate notice on the "Temporary reduction in non-essential government services, closure of schools, and public parks to prevent spread of COVID-19."

During these uncertain times, we want to make sure our communities know their health and well-being is a priority of ours. We do not want to cause unwarranted public panic. As the situation around the coronavirus (COVID-19) continues to evolve, we are providing flexibility and continuity in our service to the Navajo Nation.

All approved travel requests previously scheduled, are now revoked until further notice. All Committee and Sub-committee meetings will be held in Window Rock, Arizona at this time. Directors and supervisors, please coordinate with your staff to ensure that your offices remain in full operation.

In addition, please be reminded that employees who have visited the deemed hot-zones or locations that have confirmed cases, to utilize your department remote work plan (RWP). Those employees opting to work from home are to submit a work log of their daily tasks to their supervisors.

Thank you for your continued support. If you have any questions, please contact Chief of Staff LaShawna Tso at (928) 871-7160 or email: [lrtso@navajo-nsn.gov](mailto:lrtso@navajo-nsn.gov)

Cc: 24th Navajo Nation Council

### **LEGISLATIVE BRANCH**